

Information to contributors

May 2018

The “Orthodontie Française”, official journal of the Société Française d’Orthopédie Dento-Faciale, welcomes any author respectful of the following recommendations. The Journal’s mission is to publish the works of the members of the Société Française d’Orthopédie Dento-Faciale or any paper related to orthodontics, dentofacial orthopaedics or any theme related to this subject matter that will be submitted to the approbation of its editorial committee.

The Journal will notify receipt of manuscripts but no date will be given as to their review, whether the work is accepted or has been rejected. Once their conformity has been established, the papers will be examined by the editorial committee who may request revision of the form and content. This committee is entitled to give a decision and submit the papers to the scientific committee when necessary. All the papers are published under the responsibility of their authors and will be accompanied by a letter signed by all authors indicating that they have all read and agreed to the submitted version of the paper.

Submission of the manuscript

Authors should submit their manuscript **by e-mail, on a CD Rom or a flash drive** containing a file with the article in its final presentation (illustrations included), another file with the original manuscript with no illustration but only references to the illustrations in the text, and separate numbered files for each picture. Authors must give some indication of the name of the software used.

Paper prints of these files must be enclosed in an envelope with the CD Rom. All this will be sent with to the executive editor of the journal at:

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Papers will always be accompanied by a letter signed by the author stipulating that they have not been or will not be published elsewhere (except for abstracts). Should it be otherwise, the author will notify the editor of all the previous submissions and preliminary reports that might be interpreted as a previous publication or a second publication of the same work or a very similar one. Copies of those papers will be enclosed with the paper for publication to facilitate the editor's decision.

When an author submits an illustration, a photograph, or a table that was already published, he must indicate the source of the document and obtain permission of its author and editor. **Copy of this authorization has to be provided.** Authors are advised to keep a copy of any document submitted.

Manuscript format

Acceptable Macintosh and IBM Compatible software and exchange formats are the following:

- word processors: Word, Excel, RTF;
- tables: Word, Excel;
- illustrations: Illustrator, Photoshop, EPS, TIFF or PICT.

Total length of the submitted paper should not exceed **10 pages** numbered in sequence, without illustration. Text should not exceed **20.000 signs**.

The article has to contain the following items:

- Title page. The title of the paper, the first name, the initial of the second first name and the surname of each author, the names and addresses of the contributing departments and institutions, the address that will be published, the e-mail address of the author to whom the offprint file will be sent. The main author will specify if the paper has already been presented at a SFODF scientific meeting.
- Abstract page. The abstract should not exceed 250 words and be structured with sections : Introduction, Materials and Methods, discussion, conclusion, etc. The novelty and importance of the facts observed and studied should be highlighted. Below, three to eight keywords separated by slashes will make paper indexing easier. The use of keywords suggested by the "Thesaurus Bibliodent" or the "Index Medicus" : "Medical Subject Headings" (MeSH) is mandatory.
- Text pages. These pages will contain the body of the text, possibly followed by credits and thanks, bibliography and a list of the figure's legends. The article will start ideally with an introduction, which will be numbered 1. The titles of chapters are numbered according to international classification (1. ; 1.1. ; 1.1.1. ; 1.2. etc.).

With the risk to delay the publication of his article, the author commits himself promptly respecting the instructions of the editing committee and terminology committee of the SFODF.

Illustrations

Illustrations should be kept to a reasonable number and only those necessary for the understanding of the text will be accepted. Colour printing of photographs is subject to prior approval of the editor of the Journal. Photographs of subjects need to be accompanied by a written consent, failure to do so will result in the blacking out of the eyes to avoid recognition. They will be numbered according to their order of first quotation in the text and identified by a brief heading.

One will write figure 1 in Arab numeral and all letters in the text, but (Fig. 1, with "F" in capital letter and "ig" in small letters, followed by a point) between round brackets. One will write table 1 in Arab numeral and all letters in the text, but (Tab. 1, with "T" in capital letter and "ab" in small letters, followed by a point) between round brackets.

No figure being redrawn, they must thus be sufficiently clear to allow a direct reproduction. The figures and the letters included in the illustrations, tables and diagrams must be of correct size to remain legible after a possible reduction for publication. If the legends are mentioned inside the illustrations, they must be translated in French.

References

The bibliography should comprise only the references of the authors quoted in the text. A list of works to be consulted, not numbered nor indexed, can however be drawn up and published at the end of the article.

- 1- All references are cited **in alphabetical order** of author's names in the bibliography and numbered in the text in Arabic numerals placed between brackets. ([1] Beere, [2] Bierber, for exemple).
- 2- The references of the pages will have to be indicated entirely (e.g.: 3721-3726).
- 3- The references are indexed in the text **by Arab numerals also placed between brackets** (author [1], for example).
- 4- Each author cited in the text is to be found in the bibliography and vice versa.
- 5- When an author is referenced several times in the text the numbers are separated by a comma if the references are not in a row, otherwise a hyphen is used (e.g.: 9-13 means 9,10,11,12,13 whereas 9,13 applies to those references exclusively).
- 6- The list applies to works already published or exceptionally to works accepted (in press).

7- List all the authors. If their number is higher than six, quote the first six and add «, *et al.* ».

8- Presentation of references will partly respect the Vancouver Convention. The punctuation and spacing should be displayed in the list of references as they appear in each example quoted below:

a) periodical paper :

Author's name (initial in capital letter, the remaining letters in small letters) - Initial(s) of the first name in capital letters - Dot (or comma between each author if necessary) - Space - Title of the article - Dot - Space - Name of the publication (in summary according to the current international standard) - Space - Year – Semi colon - Volume number - Colon - First page - Hyphen - Last page (indicated entirely) - Dot (without space between figures).

Example : You CH, Chey KY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterol* 1980;79:311-314.

b) thesis :

- Third cycle thesis (master thesis): Thèse Doct Sci Odontol

- State thesis : Thèse Doct Etat

- University doctorate : Thèse Doct Univ

Author's name (initial in capital letter, the remaining letters in small letters) - Initial(s) of the first name in capital letters - Dot (or comma between each author if necessary) - Space - Title of the thesis - Dot - Space - Name of the publication (type of thesis, as above mentioned) - Dot - Space -Town – Colon – Space - University - Comma - Space – Year – Dot.

Example : Dupond J. La bibliographie. Thèse Doct Sci Odontol. Paris: Univ R Descartes, 1936.

c) book :

Author's name (initial in capital letter, the remaining letters in small letters) - Initial(s) of the first name in capital letters - Dot (or comma between each author if necessary) – Space – Title of the book – Dot - Space – Editor's Town - Colon - Space - Name of the editor – Comma – Space – Year – Colon – Space – Total number of pages – Space – p - Dot.

Example : Angle E. Treatment of malocclusion of the teeth. Philadelphia: Mfgr Co éd., 1907: 612 p.

d) chapter of a book :

Author's name (initial in capital letter, the remaining letters in small letters) - Initial(s) of the first name in capital letters - Dot (or comma between each author if necessary) – Space – Title of the chapter – Dot – Space – In – Colon – Space – Name of the author – Dot – Space - Title of the book – Comma – Space - Name of the editor –

Comma – Space – Year – Colon – First page – Hyphen – Last page - dot (without space between figures).

Example : Solow B, Greve E. Craniocervical angulation and nasal respiratory resistance. In: McNamara JA, éd. Nasorespiratory function and craniofacial growth. Monograph N° 9, Craniofacial Growth Series, Center for Human Growth and Development, Ann Arbor : Univ Michigan, 1979:26-54.

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